



BRIAN SANDOVAL
Governor

STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
PURCHASING DIVISION
515 East Musser Street, Suite 300
Carson City, Nevada 89701
Phone (775) 684-0170 • Fax (775) 684-0188

GREG SMITH
Purchasing Administrator

July 13, 2011

MEMORANDUM

To: All State Agencies, the Nevada System of Higher Education, the Court System, the Legislative Counsel Bureau and all Political Subdivisions within the State of Nevada

From: Greg Smith, Administrator

Subject: Transcription Services Contracts

The Purchasing Division is pleased to announce the award of six new contracts for transcription services. They are effective June 14, 2011 through June 30, 2015. **The use of these contracts is mandatory.**

These contracts are for transcription services only. The agency must record the minutes and then send the media to one of the contracted vendors. **Contracted vendors will not send a representative to attend meetings and take minutes.**

To view detailed contract information, please visit the Purchasing Division's web site at <http://purchasing.state.nv.us>. Click on "Contract Information" and then choose the "Transcription Services" link. If you have any questions, comments or concerns, please contact Annette Morfin at (775) 684-0185 or via amorfin@purchasing.state.nv.us.

Purchasing 2011-20

Please visit our website at <http://purchasing.state.nv.us>